ALUMNI GRANTS PROGRAM

Public Affairs Section of the U.S. Embassy   **Program E-Mail:**
    4, Hlybochytska St., Kyiv 04050   **KyivAlumniGrants@state.gov**
    Tel.: (044) 490 40 97   **Submit application and budget**
    Fax: (044) 490 40 50   **to this e-mail address**

PROGRAM PURPOSE

The Alumni Grants program is aimed at maintaining contacts with US Government-funded exchange and training programs alumni and encouraging networking among alumni and their colleagues in fields that promote democratic advancement and economic reform. Applications are accepted on an ongoing basis until September 30, 2009 and will be reviewed monthly by an Embassy selection committee.

PROJECT REQUIREMENTS

- The grant can be given to a Ukrainian registered NGO (non-profit, non-government organization) that has USG alumni as members or to individual alumni. American and third-country organizations and individuals are not eligible for grants.
- Alumni and recipients of all US Government-funded exchange and training programs, including ECA, USAID, USDA and FEP, Department of Commerce SABIT trainings, as well as other target groups with an alumni connection are eligible.
- Program dates cannot exceed one year. Funds shall be used within FY-2009. Costs incurred before the official grant period begins will not be reimbursed.
- The project purpose should be specific. Results should be measurable and realistic. The proposal should explain the benefits of the project after completion of the grant.

GENERAL COMPETITION PROJECT THEMES

Alumni may apply for grants for the following purposes:

- **To initiate a public or community service program;**
- **To provide support for alumni association events;**
- **To organize training programs or conferences for professional colleagues and/or other alumni;**
- **To request continued funding for existing alumni centers, and minimal start-up costs for alumni associations*;**
- **To organize alumni networking events;**
- **To develop and publish curricula, textbooks, or related reference or educational materials for a training program or conference;**

- **To publish public information pamphlets or brochures on topics that further USG assistance goals;**
- **To request grants for professional travel **;**
- **To conduct other projects that support democratic and economic reform initiatives in Ukraine.**

* Alumni centers and associations will only be funded in conjunction with a defined project.
** Preference will be given to alumni that plan to make a presentation at the conference/seminar and propose follow-up activities after participation in the conference/seminar for the purpose of sharing information and experience with others, including, but not limited to, lecturing, publications, media coverage, etc.

ALLOWABLE EXPENSES

The maximum funding available is **$3,000** for individuals and **$5,000** for organizations**.** Travel grants (to attend international conferences) will be a maximum of **$1,000** to partially cover international transportation, airport transfers, and conference fees.

The following activities may not be funded:

1. Social welfare projects;
2. Capital improvements;
3. Purchase of furniture and office decorations;
4. Establishing an alumni center or association unless part of a broader project;
5. Purchase of vehicles;
6. Projects that contain the appearance of partisanship/support for electoral campaigns;
7. Academic or analytical research (if not part of a larger project);
8. Scholarships;
9. Paying the costs of international participants/guest speakers at events;
10. Medical and psychological research, and clinical studies;
11. Provision of health care services;
12. Projects of a commercial nature;
13. Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours).

APPLICATION INSTRUCTIONS

- Proposals should be written in Ukrainian and, preferably, English.
  Proposals should be written on the application form below and submitted in electronic form (e-mail: KyivAlumniGrants@state.gov)
  Applications may be found at:
  http://kyiv.usembassy.gov/grants_exchanges_eng.html

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- Budget should be submitted in Microsoft Excel format, using the example below.
- Proposals should be a maximum of 5 typed pages.
- Proposals should include a project timetable showing project events or milestones.
- Proposals for publication of materials should describe the intended audience, content, and how materials will be distributed.
- Proposals should explain why a proposed project is important, who will be affected by this project, what difference it makes.
- Materials published under these grants shall be reviewed and approved by the Embassy prior to dissemination.

REQUIRED ATTACHMENTS
Please include the following documents with your proposal**:**
- **List of all previous grants including the date, amount, donor and project theme.**
- **Copies of resumes for key personnel/participants.**

ALUMNI GRANTS

APPLICATION FORM (PLEASE, USE THIS FORM TO FILL IN THE APPLICATION)
(To be submitted in electronic form, maximum 5 pages)
Ukrainian version at http://kyiv.usembassy.gov/grants_exchanges_ukr.html

1. **GRANT RECIPIENT** :
    a. **(For an organization)**
    Name of NGO: _____
    Head of NGO (name and position):   _____
    Address (legal, physical, mail): _____
    Project Manager (name and position in the NGO): _____
    Telephone/Fax: _____
    E-mail: _____
    Website: _____
    Local Bank Account Information:
    Account number: _____
    Bank name and address: _____
    MFO: _____
    Code EDRPOU of the NGO: _____

    BACKGROUND ON NGO - date when founded, primary goals, previous grants, 2-3
    examples of most successful activities; equipment, office; professional expertise and
    resources NGO already has (no more than 2-3 paragraphs):

    _____

    b. **(For an individual)**

    FAMILY NAME: _____FIRST NAME: _____

    CURRENT HOME ADDRESS:
    Street: _____ Apartment: _____
    City: _____ Postal Index: _____
    Region or Oblast: _____
    Telephone: (   ) _____
    E-mail: _____

    PRIMARY WORK ADDRESS: (Students please indicate your university address)
    Organization/Institution: _____
    Department/Faculty: _____
    Position: _____

Street: _____

City:_____ Postal Index:_____

Region or Oblast:_____

Telephone: (   )_____ Fax:_____

E-mail: _____

2. **NAME OF USG-FUNDED PROGRAM** (for all applicants):

_____

PROGRAM YEAR(S): _____

PROGRAM ADMINISTRATOR (U.S. Embassy, IREX, American Councils, Project Harmony, OSI, Kennan Institute, USAID,

etc._____

3. **PARTNER(S)** if available: _____

4. **PROJECT NAME AND BRIEF SUMMARY** (no more than 2-3 sentences):

5. PROJECT DATES (month/year - month/year): _____

6. PROJECT DESCRIPTION – must include the following (no more than 2 pages total):

   a) PROJECT JUSTIFICATION / PROBLEM STATEMENT- why is this needed for Ukraine and the particular region; describe target audience by age groups, occupation, number of program participants, etc.:

   b) PURPOSE AND GOALS - describe project goals and how they will be achieved; list program activities/events:

   c) RESOURCES NEEDED FOR THE PROJECT– explain what resources (e.g. people, equipment, books, periodicals) are needed and why:

   d) PROJECT RESULTS & SUSTAINABILITY - short-term and long-term results; continued activities after the project ends; how NGO is planning to share experience with other groups:

   e) MONTHLY WORK PLAN – month / planned activities / name of responsible person (no more than 1 page, table format)

Month	Description of the Event	Person Responsible

BUDGET (no more than 2 pages):
a) AMOUNT REQUESTED (in USD): _____ _____
b) ITEMIZED COST BREAKDOWN (use Microsoft Excel Worksheet)

BUDGET INSTRUCTIONS

Project budget should be presented in Microsoft Excel format and submitted in electronic form. Budgets should contain detailed descriptions of all categories. **Budget items should be concrete and linked to the narrative.** Bank information including the name, address, account number, MFO code and EDRPOU code must be included.

- Budget should be presented in U.S. dollars, rounded to the nearest dollar.
- Auto-sum should be used whenever possible.
- Copy the table below into a Microsoft Excel worksheet. You may also recreate your own Excel table using the example below. An Excel version of the budget is available at:

http://kyiv.usembassy.gov/grants_exchanges_eng.html

BUDGET TABLE - EXAMPLE (PLEASE SUBMIT IN ELECTRONIC FORM AS AN EXCEL TABLE)

No	Budget Item	Detailed Description	Amount Requested from US Embassy	NGO Contribution	Contribution from Other Sources
1	**Compensation (taxes included)**				
1.1	Position, name	Amount in $ per month x number of months (% of work time in the project)			
1.2	Position, name	Amount in $ per hour / per event x number of hours / events			
	Subtotal				
2	**Equipment rental**				
2.1	Item description	Price in $ x number			
2.2	and so on				
	Subtotal				
3	**Administrative costs**				
3.1	Office supplies	Amount in $ x number of months			
3.2	Internet	Amount in $ x number of months			
3.3	Bank fees	Amount in $ x number of months			
3.4	and so on				
	Subtotal				
4	**Publishing costs**				
4.1	Name of the publication	Price in $ per copy x number of copies			
4.2	and so on				
	Subtotal				
5	**Travel expenses**				
5.1	Travel description	Ticket price in $ x number of people x number of trips			

5.2	Hotel	Price in $ x number of days x number of people			
5.3	Other (provide details)				
	Subtotal				
6	**Conferences,seminars, public hearings, roundtables**				
6.1	Room rental	Amount in $ per hour / day x number of hours / days			
6.2	Handouts	Amount in $ x number of participants			
6.3	Other (provide details)				
	Subtotal				
	TOTAL				

Notes:
- Budgets should contain an estimated amount for bank fees.
- Funding should not duplicate on-going activities but could supplement such initiatives.
- The Alumni Grants Commission may encourage applicants to seek funding from other donors and to offer some type of **cost sharing** (volunteer time, space, equipment etc.)
- Funds should not be used for **food expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 10% of the total award amount. Meals should not include alcoholic beverages.
- **Salaries** are discouraged because alumni activities are usually in addition to regular employment. Whenever necessary, **compensation** in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
- **Transportation costs** within Ukraine should not include airplane tickets and "luxury" train compartments ("SV") or "luxury" buses.
- The use of **"miscellaneous expenses"** or any similar term as a budget item is unacceptable.

PROCEDURAL INFORMATION

Public Affairs Section (PAS) serves as a clearinghouse for the receipt and processing of proposals. Alumni Grants personnel are responsible for pre-screening of all incoming proposals prior to their submission to the Alumni Grants Committee.

The **Alumni Grants Committee** serves as the primary decision making body for the award of Alumni Grants.

Those proposals approved by a majority of the Committee members will be forwarded to **Washington** for a final review. The final review and approval process focuses on project eligibility and sustainability.

After the award is made, the PAS office assumes responsibility for management of the

grants. PAS requires that grant funds are expended appropriately and accounted for in submitted reports.